

Process...EA Review of Ex300 Budget Request...Process

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1. Process

1.1. OEAM Budget Request Review Process

This narrative describes the OEAM (Office of Enterprise Architecture Management) enterprise architecture compliance review process for OMB Exhibit-300 Budget Requests in terms of where the review applies, what information is reviewed, how the review is conducted, who is responsible, and when the process steps occur. Appendix-A details the evaluation criteria that are used in this process.

1.2. Where does the EA Budget Request Review Process apply?

It applies to all OMB Exhibit-300 Budget Requests for Information Technology (IT) budget authority, (OEAM review and approval for current-year procurement requests is performed under a similar but separate process).

1.3. What types of Budget Requests need to be reviewed?

All Information Technology (IT) related budget requests, prepared by any VA component organization, must be reviewed by the OEAM under the VA CIO. The review applies to all budget requests that involve IT expenditures.

1.4. Why is there a need for EA Management review?

The Office of Information Technology's VA Directives 6000 and 6051 define an integrated process that consists of planning, budgeting, procurement, and management-in-use of VA's information technology investments. According to these Directives, VA's IT investments must be measured in relationship to their support of VA's mission, program goals, and objectives.

Likewise, as provided by OMB Circular A-130, the Chief Enterprise Architect who heads the OEAM is responsible for performing a review of each proposed IT-related expenditure to assess its impact on, and compliance with, the VA's Enterprise Architecture and with the FEA-PMO guidance for IT investment sharing and reuse.

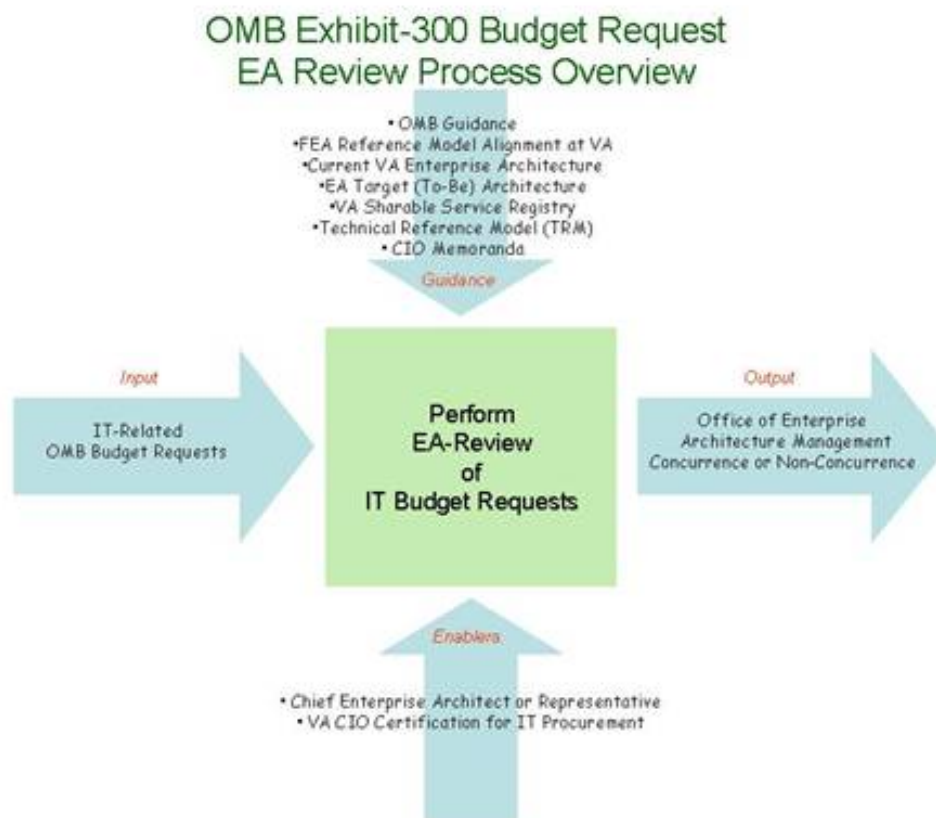
The review process addresses three related areas of EA compliance, specifically:

- the appropriateness of the initiative's business case in meeting VA strategic goals and improving service to veterans;
- the conformity of the initiative's data usage to VA data standards and a clear demonstration of a mature attempt to reuse existing data wherever possible;

- the initiative's conformity to the VA technical architecture, policies and standards and conscientious approach to using existing, sharable business service components and sharable technology components to develop and deploy the initiative's deliverable.

1.5. How is the review conducted?

The diagram below shows an overview of the Ex-300 Budget Request EA review process.



The Office of Enterprise Architecture Management has developed a guide table (please see Appendix A) that is made available to requestors and reviewers. This serves as the set of evaluation criteria that are based on guidance provided by OMB, by the current version of the Enterprise Architecture and the Technical Reference Model and on the experience of the OEAM staff, who have been involved in the budget request review process.

During the Budget review cycle, the Chief Enterprise Architect or his representative reviews the pending budget requests, which are managed and controlled by the CIO's capital planning staff.

If an EA deficiency is found, the EA reviewer will attempt to remedy the omission through direct contact with the project sponsor. The EA reviewer will then score the budget request for EA compliance and return it to the CIO capital planning staff.

The evaluation-proper involves the analysis of responses to specific Enterprise Architecture questions and VA-specific questions within the budget request document, against established evaluation criteria. The criteria is provided in Appendix-A.

There are also cases in which expert technical advice is sought, by the reviewer, in order to assure compliance with the existing standards and policies.

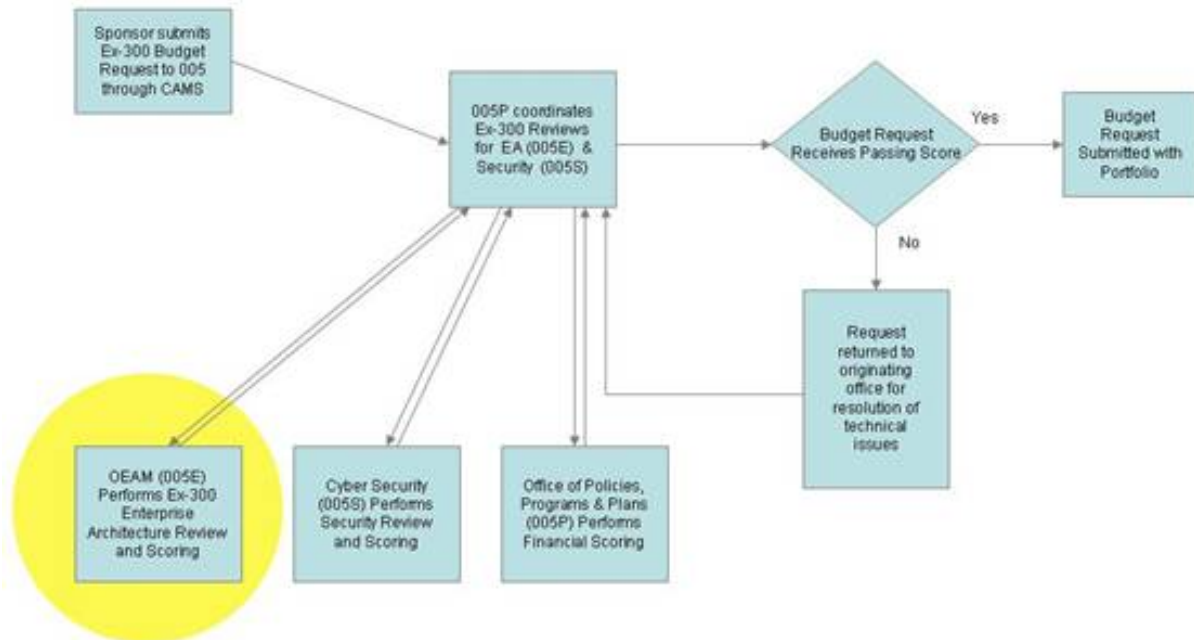
1.6. Who is responsible for conducting the OEAM Procurement Review?

The VA Chief Enterprise Architect is responsible for issuing OEAM concurrence or non-concurrence for each Department Exhibit 300 budget request for IT budget authority. OEAM staff can also make such decisions in his behalf.

1.7. When does this process occur?

Within the context of the VA Exhibit-300 submission process, the review happens after a project sponsor submits a draft budget request to the Office of Information Technology, for CIO approval, and before the assembled portfolio of IT budget requests is forwarded to OMB. The review is identified on the following diagram.

VA IT Ex-300 Budget Request Approval Process



1.8. OEAM Procurement-Related Milestones

In terms of the VA Project Lifecycle, this process normally occurs after Milestone 1 (one) as highlighted in the following diagram:

The Integrated Process Flow for VA Information Technology Projects.

